Auditing PGR Guide

Adding PGR students as Auditing (PGR Training) on a UG module

This guide includes:

- What is the PGR Auditing status?
- How to add a research student as Auditing (PGR Training)

What is the PGR Auditing status?

Occasionally PGR Students may be required to be enrolled on modules for training purposes to meet the requirements of funding bodies or schools. This unassessed participation will be with the permissions of the Schools involved in the delivery of the modules. PGR students will not gain credits for these modules and therefore they have a status of **Auditing (PGR Training)**.

PGR Students will be registered to these modules directly by Schools via MMS, not through the Academic Advising system. By adding PGR students to a taught module in MMS, with the status Auditing (PGR Training), this will update the Registry database.

For further information see the Research Skills Training policy here: https://www.st-andrews.ac.uk/policy/search/?query=Research+Skills+Training&collection=uosa-meta-policy&profile=_default&form=partial

How to add a research student as Auditing (PGR Training)

PGR students can be added to the module as Auditing (PGR training) by any user who has the **Module Administrator** or the **Module Coordinator**[1] roles on the module.

To add a PGR student to a taught module:

1. Go to the Module Overview for the module you wish to add the student to. This can be done using the links in MMS or via MySaint (https://mysaint.st-andrews.ac.uk/). See Figure 1 for links to the Module Overview in MMS and MySaint.
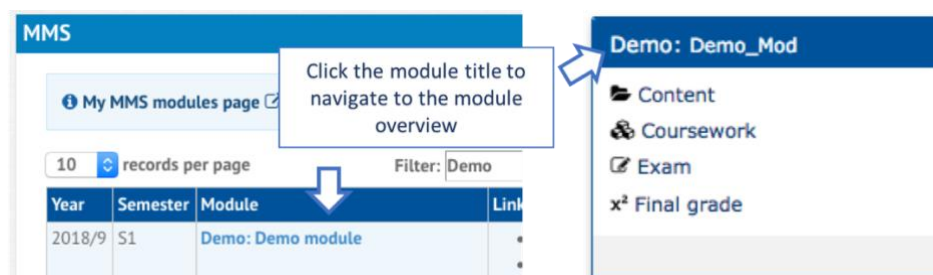

Figure 1: Links to the Module Overview in MySaint (left) and MMS (right).

2. Select the Students tab (see Figure 2)

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[1] If you would like to enrol a student of yours to audit a module offered by a different School, please send the details of the student to the administrator or co-ordinator of the module, who will then be able to do this.
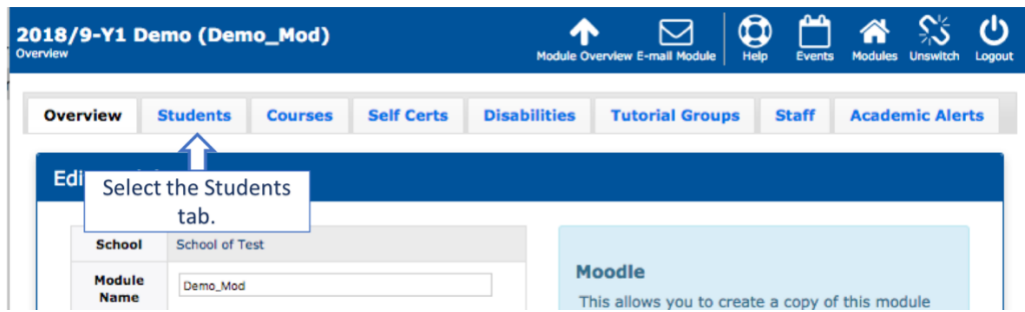
Figure 2: Click on the Students tab to select it.

3. Scroll to the **Search Students** section (see Figure 3).
4. Enter the PGR Student's username in the text field (see Figure 3).
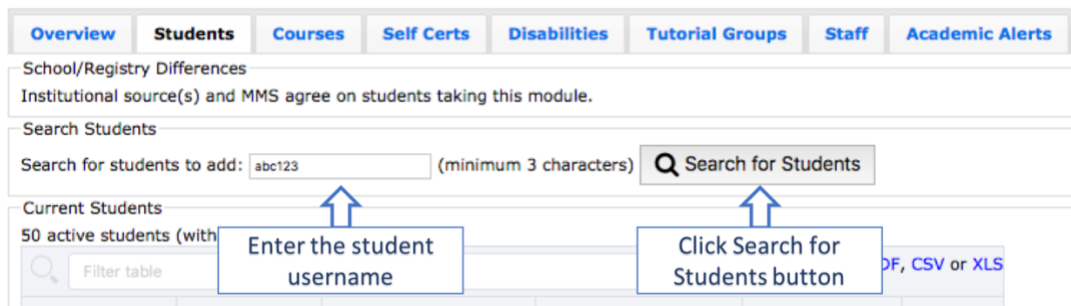5. Click the **Search for Students** button (see Figure 3).

Figure 3: Search for the PGR student in the Search Students section using their username, then like Search for Students button.

6. Locate the student in the table and tick the checkbox in the **Add?** column (see Figure 4).
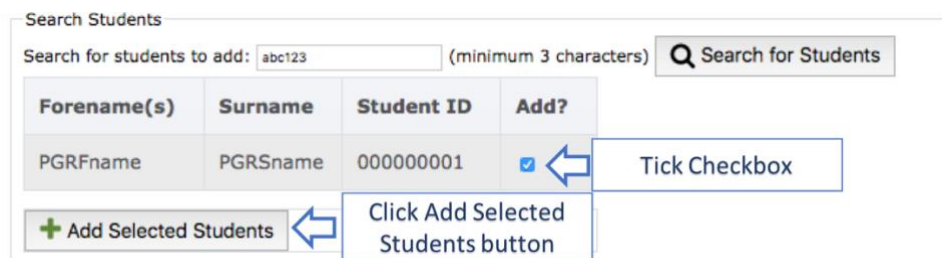7. Click the **Add Selected Students** button (see Figure 4).

Figure 4: Add the student by checking the Add? checkbox and clicking the Add Selected Students button.

8. Scroll down to the **Current Students** section.
9. Locate the student either by scrolling through the table or entering their name or student id in the **Filter Table** field (see Figure 5).
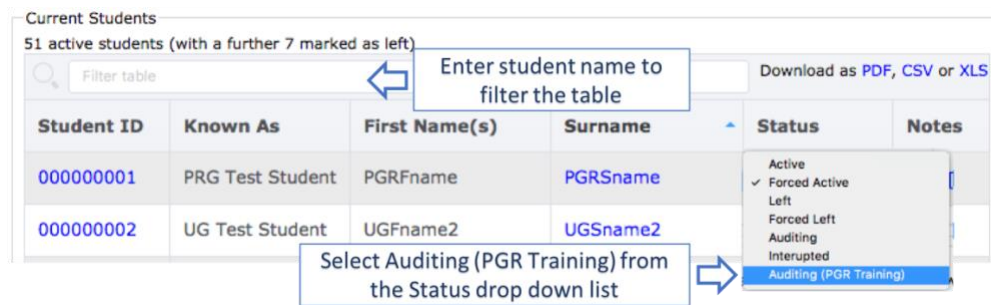
Figure 5: Locate the student and select 'Auditing (PGR Training)' from the drop down list in the Status column.

10. Select **Auditing (PGR Training)** from the drop down list in the Status column. A dialogue box will appear to confirm the update (see Figure 6).
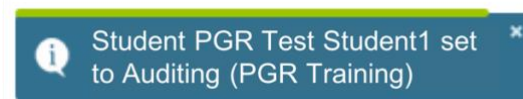

Figure 6: Example of the dialogue box confirming the student has been added as Auditing (PGR Training).

Version	Date	Status	Author
V 0.1	7th Aug 2019	First Draft	Vad1
V 0.2	20th Aug 2019	Submitted to business for review	Vad1
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Have feedback on this guide? Contact fixit-mms@st-andrews.ac.uk